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The attached minutes of the Mason Transit Authority regular meeting held on the 16th day of May, 2023 were approved by the Mason Transit Authority Board, by motion, on this 20th day of June, 2023.

John Campbell, Chair

DocuSigned by:
Eric Onisko
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Eric Onisko, Vice Chair

Cyndy Brehmeyer, Authority Member

DocuSigned by:
Wes Martin
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Wes Martin, Authority Member

DocuSigned by:
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Randy Neatherlin, Authority Member

John Sheridan, Authority Member

DocuSigned by:
Kevin Shutty
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Kevin Shutty, Authority Member

Sandy Tarzwell, Authority Member

DocuSigned by:
Sharon Trask
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Sharon Trask, Authority Member

ATTEST: DocuSigned by: Tracy Becht 72113A6D0B84C3... DATE: 6/26/2023

Tracy Becht, Clerk of the Board

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Mason Transit Authority
Minutes of the Regular Board Meeting
May 16, 2023
Virtually and at
Mason Transit Authority's
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

OPENING PROTOCOL

1. **CALL TO ORDER:** 4:00 p.m.

2. **ROLL CALL AND DETERMINATION OF QUORUM**
   Authority Voting Board Members Present In Person: Eric Onisko, Vice Chair; Cyndy Brehmeyer, Wes Martin, Randy Neatherlin, Kevin Shutty and Sharon Trask.

   Authority Voting Board Member Present via WebEx: John Campbell, Chair; Quorum met.

   Authority Voting Board Member Not Present: John Sheridan and Sandy Tarzwell

   Authority Non-voting Board Member Present: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

   Citizen Advisor to the Board Present: John Piety

   MTA Staff present at T-CC: Amy Asher, General Manager; Jason Rowe, Operations Manager; Paul Bolte, Facilities and Fleet Maintenance Manager; Tyler Hildebrandt, Technical Support Analyst; and Tracy Becht, Clerk of the Authority Board.

   Others Present via WebEx: Robert Johnson, Legal Counsel.

3. **PUBLIC COMMENT** – *No members of the public attended in person or virtually.*

4. **APPROVAL OF AGENDA**

   Moved that the agenda for the May 16, 2023 Mason Transit Authority (MTA) regular board meeting be approved. **Onisko/Trask. Motion carried.**

   (Board member Martin arrived at 4:01 p.m.)

5. **CONSENT AGENDA**

   Moved to approve Consent Agenda items A through C as follows:
   A. April 18, 2023 MTA regular Board meeting minutes.
   B. Payments of April 5 through May 12, 2023 financial obligations on checks#37385 through 37498, as presented for a total of $835,061.74.

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C. Approve Resolution No. 2023-06 regarding the surplus of the temporary telecom cabinet and servers.

Onisko/Trask. Motion carried.

6. ACTION ITEMS –NEW BUSINESS.

A. Request for Approval of Additional FTEs. Amy Asher, General Manager, spoke of her prior conversation with the Board at its April 18, 2023 meeting relating to requesting an amendment to the 2023 Budget for the purpose of recruiting a Facility Technician and Mechanic and the additional training time that will be necessary to make the transitions seamless. Given the challenges that all transit agencies are having in recruitments in all areas, and not just MTA, Ms. Asher requested an amendment to the previously approved 2023 Budget to include the hiring of two new FTEs in the Maintenance Department so that there would be adequate time for recruitment and CDL training time for the Mechanic position as well as the Facilities Technician. *(Board member Shutty arrived at 4:04, prior to motion being made.)*

Moved that the Mason Transit Authority Board amend the 2023 Budget to include the temporary hiring of two new FTEs in the Maintenance Department for succession planning purposes. **Neatherlin/Martin. Motion carried.**

7. DISCUSSION ITEM

Board members to attend the Washington State Public Transportation Conference. Ms. Asher indicated that the approved 2023 Budget provided for the attendance by two Board members to attend the conference. Ms. Asher was looking for direction as to who would be attending so that she could take care of registrations and make hotel room reservations, etc. as the blocks of rooms are sold out quickly. John Piety expressed interest in attending and Board members agreed it would be good for him to attend. Board members Onisko and Brehmeyer indicated they would be interested but needed to check their calendars first.

8. STAFF REPORTS:

Amy Asher, General Manager, shared that with regard to finance - sales tax is still coming in strong at about 5% over last year. Operating items still under budget and MTA is not yet fully staffed.

Ms. Asher indicated that MTA has a temporary bookkeeper who is wonderful to have processing Accounts Payable and payroll items. MTA has hired Haddon Wulf as its Administration Assistant.

Ms. Asher indicated that MTA's Facilities and Fleet Maintenance Manager, Paul Bolte, would be performing the walk through for the Sanitary Sewer Conversion Project at the Belfair Park & Ride. The costs in connection with the project will be paid from the multiple park & ride grant.

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Ms. Asher indicated to the Board that the labor negotiations for the drivers would be commencing with IAM on May 17. Depending on the schedule of the negotiations, a special meeting may need to be pulled together to ratify the contract.

Ms. Asher then asked Paul Bolte, MTA's Facilities and Fleet Maintenance Manager, to provide an update from his team:

Facilities & Fleet: Mr. Bolte shared that he recently attended the Spring Maintenance forum and while there heard all transit agencies are struggling with recruitment and filling positions. He also indicated that the Facilities team is continuing its spring cleaning projects at all the park and rides.

Ms. Asher then requested Jason Rowe, Operations Manager, to provide an update from his team:

Operations: Mr. Rowe shared that a busy summer schedule is ahead with the following events on the horizon:

- Forest Festival Fun Run
- The Ridge Motosports Park/MotoAmerica Superbikes
- Grapeview Art Show
- Hoodstock
- Allyn Days

Each of these events provides an opportunity to showcase MTA's services to the public.

Mr. Rowe also shared that MTA currently has three drivers are in the behind-the-wheel phase of their training. MTA has been assisting Pioneer Elementary School with additional transportation needs. MTA's service and ridership continue to increase in an upward trend. There were also discussions of other possible services to bring back and explore.

9. COMMENTS BY BOARD:

- Board member Shutty commented on the creativity of increasing ridership.

Moved that the meeting be adjourned.

10. ADJOURNED: 4:20 PM

UPCOMING MEETING

BOARD MEETING

Mason Transit Authority
Regular Meeting
June 20, 2023 at 4:00 PM
On-line via WebEx and in person at the
Mason Transit Authority
Transit-Community Center Conference Room
601 West Franklin Street
Shelton